

## PROCEDURE 1410.13

Issued January 1, 1994, Revised October 9, 2003

**SUBJECT:** Telecommunications invoice corrections.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To notify DIT-Budget & Finance of changes and discrepancies on an agency's telephone bill using a Telecommunications Invoice Change Request form.

**CONTACT AGENCY:** Department of Information Technology (DIT) – Budget & Finance.

**TELEPHONE:** 517/373-0105

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**SUMMARY:** This section provides the procedure for completing the 4 parts of a DIT-0919, Telecommunications Invoice Change Request (TICR) form: Contact information; MAIN coding/cost center changes; equipment identification errors; and other errors. Applicable parts are completed by the agency, and the form is forwarded to Budget & Finance Billing & Rate Development for processing.

**APPLICABLE FORMS:** DIT-0919, Telecommunications Invoice Change Request.

### PROCEDURES:

#### Agency:

- To change an MAIN coding/cost center, completes "MAIN Coding Block Change for Next Billing" section of form.
- To correct an equipment identification error which appears on an agency's bill (e.g., 7406 set is correct, 2500 listed on bill), completes "Equipment Identification Error" section of form.
- To report any other errors/changes not included on the form (e.g., contact name change, long distance charge error, long duration calls, etc.), completes "OTHER ERRORS" section of form.
- Completes contact information on the top of the form (date of most recent billing, department/agency, contact name and phone number).
- Attaches a copy of most recent telephone bill containing errors/changes to back of the TICR.
- Forwards completed DIT-0919 to Budget & Finance Division, Billing & Rates Development Section.